

City of Chattanooga, TN
Personnel Class Specification

Class Code 2105

FLSA: Exempt

CLASSIFICATION TITLE: MANAGEMENT AND BUDGET ANALYST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist and monitor assigned departments in the preparation of their annual budgets and performance goals by compiling and analyzing operational and financial performance data. Duties and responsibilities include, but are not limited to: monitoring and analyzing departmental budget performance and/or variance throughout the year; assisting budget administrator(s) with cash-flow analysis; preparing budgetary documents, ordinances and reports; developing and tracking performance standards; writing regular statistical reports assessing department performance.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Budgetary Duties:

Prepares annual budgets for assigned departments; develops budget requests and packages for use by departments; projects departmental expenditures through the end of the fiscal year based on previously collected information; compares budget to actual expenditures; assists departments in forecasting their budgetary requirements and preparing budget requests; prepares accounting entries for approved City Ordinance to record approved departmental budgets.

Analyzes departmental budget performance and/or variance throughout the fiscal year; monitors departmental performance in the execution of the budget; determines availability of funds for departmental requisitions and vouchers, as well as contracts and approvals.

Prepares comprehensive financial and budgetary reports, ordinances, and computerized spreadsheets; monitors and updates changes in system-maintained budget worksheets; assembles, organizes, and presents statistical and financial oral and written information clearly and concisely when requested.

Prepares fund and project status reports reflecting current balances, appropriations, usage, and forecasting for future funding requirements; identifies new funding sources

Provides budget, financial data and financial schedules to external auditors, financial advisors, and the public as required; ensures data is accurate and correct prior to distribution; answers questions and/or provides information regarding data.

Analyzes financial reports and documents for adverse trends and budgetary problems; determines fiscal impact of any proposed changes to these documents; interprets financial analyses for City personnel as needed.

Provides cash flow data in assigned area utilized in the City's investment system; maintains investment files; tracks investments and prepares monthly status reports; updates status on arbitrage bonds; performs investment functions when requested.

Acts as liaison with assigned departments on all budget issues; interviews department representatives to determine probability of budget requests; provides advice on budgeting procedures and policies; makes recommendations for changes; handles complaints and problems as received.

Reviews all outstanding accounts receivable and accounts payable information in specific divisions and areas; detects any errors and/or discrepancies; makes corrections as required; initiates appropriate action when warranted.

Reviews termination and hire forms as received from departmental payroll staff; generates project reports by cost center and organizational position; submits to appropriate individual(s) as required.

Monitors communication with banks regarding debt service payments and construction trust fund reimbursements; answers all inquiries pertaining to payments.

Develops and installs effective revisions in established budgeting systems, procedures, records and controls; evaluates situations for making decisions in accordance with general budgeting standards.

Provides input, updates, and retrieves employee data on computerized Human Resources System; monitors software to ensure correct projections.

Attends City Council, Budget Committee, executive, and other meetings as required; reviews minutes of meetings and agendas for items impacting assigned departments.

Composes correspondence, memorandums, and other documents as required; reviews for accuracy; maintains copies for departmental files.

Performance Analysis Duties:

Performs performance analyses for each department; ensures compliance with City-wide procedural requirements; reports non-compliance to appropriate administrator.

Assists in accumulating and analyzing data regarding the operations of the municipal government through the cooperative efforts instituted by the Executive Branch, in an effort to improve the quality and effectiveness of City services.

Ensures the data is true by taking a critical look at the information, conducting field investigations, and pulling cases at random.

Assists in analyzing all data received and formulating questions designed to explain the data, highlight problem areas, and recommend improvements.

Reviews procedures manuals maintained by each department; maintains updated versions of manuals; ensures compliance with procedures and policies; makes suggestions for changes as necessary.

May develop visual presentations for periodic review meetings.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Master's degree in public administration, public policy, finance, business administration, or closely related field; supplemented one year of experience and/or training involving public sector financial and/or budgetary analysis, or related area required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: April 2003